

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Safety Office Assistant

Department/Division: Safety and Loss Prevention

Workplace Address: 2102 W. Encanto Blvd., Phoenix, AZ 85009

Number of Hours/Week: Flexible, minimum of 8 hours per week.

Days of Work Week: Monday through Friday

Start/End Hours: Flexible between 7:00 am and 5:30 pm.

Position Description: Responsible for a variety of general office duties to include responding to routine inquiries over the telephone and in person, word processing, data entry and retrieval, maintaining accurate and detailed records and verifying accuracy of information.

Specific duties may include: answer incoming phone calls; providing general claim processing information to customers; update and maintain manual and automated filing systems; typing various types of correspondence in an accurate manner, stocking office supplies and pick-up/delivery of work unit mail.

Qualifications:

Knowledge: Business English, spelling, grammar and punctuation; modern office practices; records management systems.

Skills: Computer software programs such as Microsoft Office Word and Excel.

Abilities: Effectively communicate orally and in writing; understand instructions to complete assigned tasks accurately; exercise good judgment; read, comprehend and interpret written materials; organize, prioritize and perform multiple tasks; perform work with accuracy; establish and maintain effective working relationships.

Position requires six (6) months of general clerical experience involving the use of personal computers; or any combination of training, education and experience that provides the required knowledge, skills and abilities.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.